

31 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Meeting, 31 October 1974

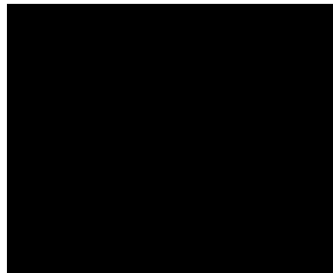
1. The following ADMAG members were present at the 31 October 1974 meeting with Mr. Blake, Mr. McMahon and [REDACTED]

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Office

Name

OTR
FIN
SEC
PERS
COMMO
MED
OJCS



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2. The following points were discussed:

a. ADMAG ANNUAL REPORT - Mr. Blake read to the group a condensed version of the ADMAG Annual Report which he will send to Mr. Colby. He and Mr. McMahon felt that the number of items presented in the original report was excessive and the original list of 22 was reduced to 10.

b. NEW ACRONYM FOR AAG - ADMAG, the new acronym selected by the members of the group at [REDACTED] was approved by Mr. Blake. The name of the group remains the Administration Advisory Group.

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c. BUDGET FOR ADMAG - In reaction to the paper on proposed utilization of an ADMAG Budget, Mr. Blake commented on the proposal to visit Extra-Agency Organizations. He stated that if such visits could be made without interfering with day-to-day duties, they should

be closely coordinated on a functional basis with the Offices within the Directorate. Mr. Blake seemed to favor the idea of a budget for ADMAG and asked the members to present some specific recommendations as to expenditures.

d. ANNUAL CAREER CONFERENCE - In response to an ADMAG paper, a discussion was held on the format for Office Annual Career Conferences. The consensus of opinion favored a 1 1/2 to 3-day conference at a remote location. These Annual Conferences should not only present highlights of Office and Career Service state-of-the-art, but also should cover the state-of-the-Agency through liberal use of guest speakers external to the Career Service.

e. PUBLICIZING PROMOTIONS - There was a general discussion on the merits of publicizing promotions. Opinions ranged from those who were in favor to those who felt it would be an invasion of privacy. Mr. Blake seemed to favor the publicizing of promotions at the Office level.

3. The following items were closed:

a. SPOUSE ORIENTATION PROGRAM - Mr. Mahon stated that this ADMAG suggestion had been presented to the Offices of Security and Training. He reported that both Offices were willing to try one or two pilot programs but were reluctant to commit themselves any further. After a general discussion, it was resolved that a successful dependent's day program plus the tailoring of the employee's EOD briefing to lay out what can be said to spouses should suffice to correctly orient the spouses.

b. ABOLISHMENT OF GRADES GS-06 and GS-08 - Mr. Mahon received the reactions of ADMAG members both pro and con on this issue. After the discussion, the decision was made to drop the issue from the agenda.

Went to
Action

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- c. RESTROOM FACILITIES FOR NORTH CAFETERIA VISITORS - [REDACTED] reported that the recommendation to move the Guard Post further down the corridor had been presented to the Office of Security. This was an ADMAG suggestion designed to relieve the situation and provide visitors with the access to restrooms. The Office of Security rejected the idea since it would place the Guard Station in a highly congested area. Also, the volume of visitors to North Cafeteria is not large enough to warrant any change. Therefore, visitors will still have to use the restroom facilities at the main entrance.
- d. THE LAW & EXTERNAL TRAINING - Mr. Blake stated that an Agency bulletin will be produced on this recommendation. ✓
- e. APPLICANT PROCESSING TIME - In response to an ADMAG paper recommending a study of Applicant Processing Procedures, the Offices of Medical Services, Security, and Personnel responded with memos stating what they are currently doing to improve applicant processing time. The responses showed that these Offices were really concentrating on the problem and moving in the right direction. Therefore, this issue is considered closed.
- f. "DID YOU KNOW"... BULLETIN BOARD DISPLAY - [REDACTED] stated that the Office of Personnel (PERS) is studying the problem of what to do with the official bulletin board. He further stated that PERS liked the "Did you know..." idea and wanted suggestions for the one-liners from ADMAG members.

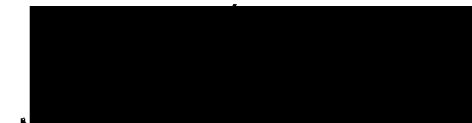
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4. NEW BUSINESS

Mr. McMahon solicited the opinion of the group concerning the establishment of a clerical career service and the creation of a Clerical Career Service Advisory Group. ADMAG's consensus indicated that Advisory Groups were proliferating at a great rate and rather than create a new group, why not just expand ADMAG to include a

representative from the new clerical Career Service?
Mr. McMahon thought this was a good idea.

4. The next business meeting will be held in the
DDA Conference Room on Monday, November 11, 1974 at
3:00 p.m.



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ADMAG October Co-Chairman

Distribution:

Copies to each member

1 - Mr. Blake

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ADMAG AGENDA

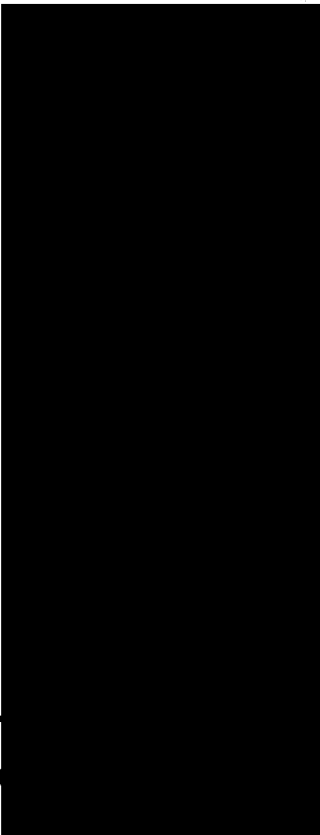
11 November 1974 BUSINESS MEETING

LOCATION: DDA Conference Room

TIME : 1500 - 1700

1. Review of Meeting with Mr. Blake
2. Old Business
 - a) Qualifications of Clerical and Professional Personnel -
 - b) Employee Benefit Loss - Non-Headquarters Personnel -
 - c) Grade Attraction Scale -
 - d) Office Time-in-Grade Requirements -
 - e) Length of Time for Badging Agency Contractors -
 - f) Results of Psychiatric Counseling -
3. New Business
 - a) Academic Grade Reports in Personnel Files -
 - b) Grade Limitations on Vacancy Notices -
 - c) Stenographer Practice -
 - d) Centralization of Counseling Services -
4. New New Business

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UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Blake, 7D26, Hqs		
2	[REDACTED]	11/12	[Signature]
3	Mr. McFarland		
4	Mr. Blake	11/15	[Signature]
5	LJD	11/15	[Signature]
6	Del - MSAcc AGG file		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: 2-4 I have prepared action removal on 3a and 3d. [Signature]			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			11/5/74
UNCLASSIFIED		CONFIDENTIAL	SECRET

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